

SOCIETAL AUTOMATION

2nd International Conference and Summit of Experts

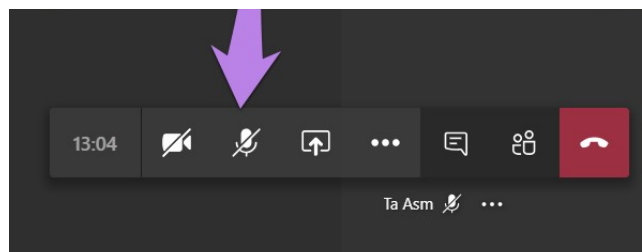
Guidelines for remote participation and presentation

Participation

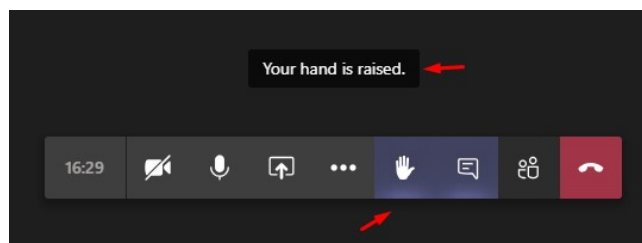
- 1 The conference will be using the Microsoft Teams software to broadcast proceedings.
- 2 Each session is managed by session chairs assisted by technical moderator managing the Teams software.
- 3 Registered conference participants will receive links to sessions, which will be sent to their email addresses as used for the registration.
- 4 The links should be opened in the Edge or Chrome browsers just before the start of the session. If you are using Firefox, you will receive a request to open the link in Edge. Please make sure you are using the latest version of your browser, otherwise, some key features may not be available (chat, screen sharing).
- 5 Although MS Teams can handle a meeting of 200 participants, to avoid technical problems like sound coupling or network congestion, by default, please join the session muted and without a video transmission, see the illustration below.

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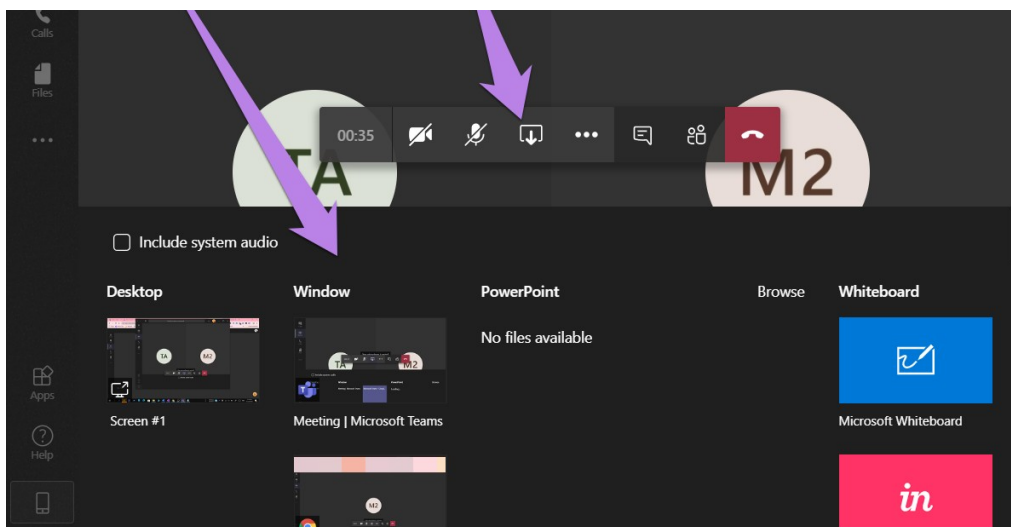


- 8 Everyone can participate in discussion using either chat or regular audio conversation. If you would like to ask a question please first use the “raised hand” option (see the illustration below), and then switch on your microphone and your video camera, if this is your preference. But only after you are given the floor by the session chair.



Presentation

- 1 Regular presentations: 25-30 minutes were allotted for regular presentations including questions time.
- 2 Work-in-Progres: 20 minutes were allotted for work-in-progress presentations including question time.
- 3 Please, send your presentation to presentations@sac2021.org at least **one day** before the start of your session.
- 4 Everyone by default shares the conference screen, or particular window (e.g. presentation in *PowerPoint* or *Adobe Reader*), with other participants during the meeting.
- 5 Additional features, like red pointer, may be available depending on the presentation software used by the presenter.



- 6 In a typical scenario, technical moderator manages the presentation material (slides, videos, etc.) on behalf of the presenter. In this scenario, the presenter can take control over the presentation (changing slides, etc.), however the additional technical features - the pointer, for example - may no longer be available.
- 7 Questions regarding technical side of presentations should be sent to presentations@sac2021.org . Please ensure your questions are sent well before the conference.

Urgent Matters at the Conference

- For matters arising from the technical side of presentations, please email: presentations@sac2021.org
- For matters related to Technical Program, please email: contact@sac2021.org